



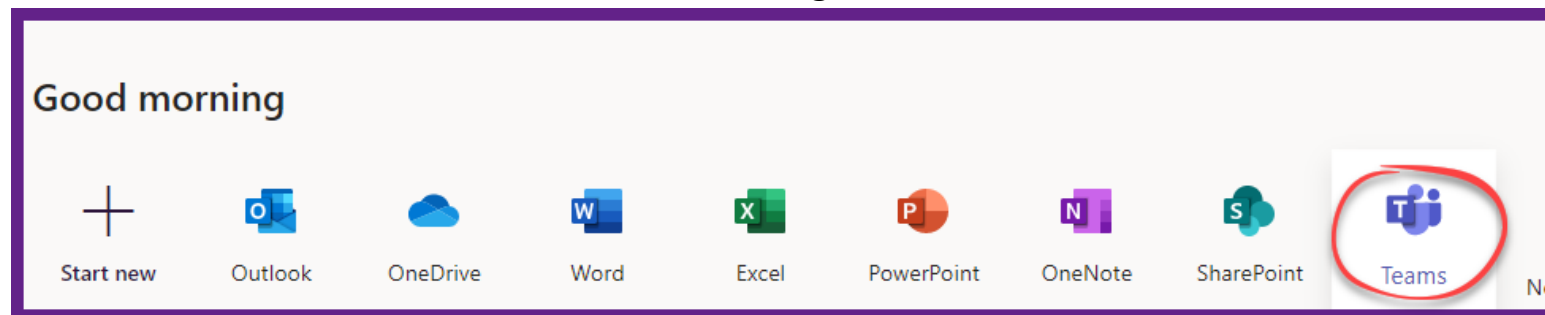
General Information

Login Information

Pupil usernames and passwords are provided.

Go to the Office 365 sign in page at www.office.com and enter the username and password provided.

From the Home Page select Teams



Devices

Teams can be used on a desktop/laptop, iPad or Android device.

Camera & Microphone

Children should disable their camera & microphone if they are asked to watch their teacher present something 'live'. Children cannot start a video call with any child or member of staff.

Misuse

Any child misusing Teams will have their access removed. Misuse includes:

- offensive language;
- cyberbullying;
- 'spamming' the chat window.

Identifying Children

Children are identified by their username - no names are displayed. We ask that children change their icon to a face picture to make communication during 'teaching' easier.

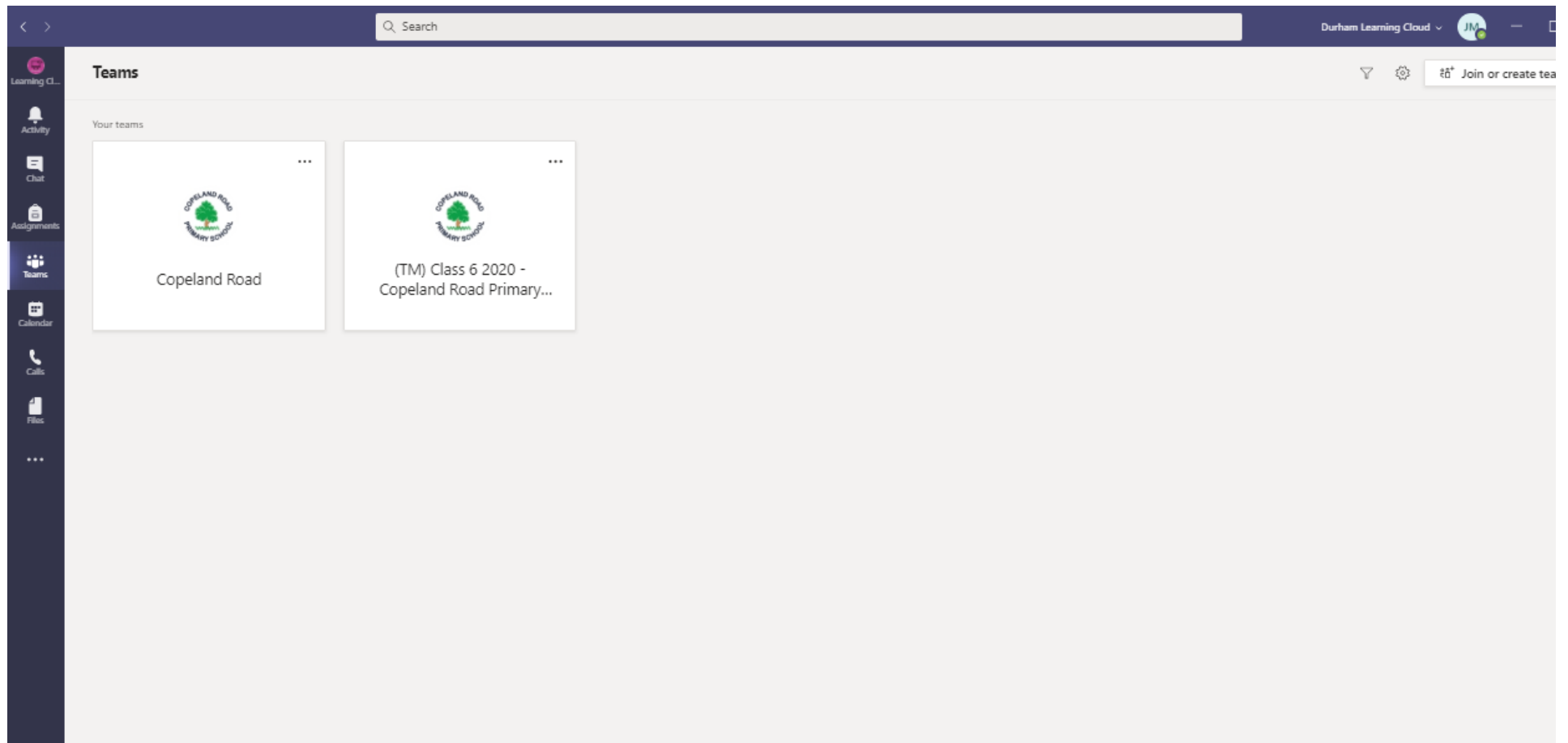
Lesson Formats

There are a number of ways in which Teams can, and may, be used:

Live Lesson - version 1	Live Lesson - version 2	Pre-Recorded Lesson	Saved Resources
<p>Your child's teacher may 'go live' on Teams and ask your child to be a viewer. Children must have their camera & microphone muted.</p> <p>These lessons could be used when teaching phonics or modelling mathematical concepts.</p>	<p>Your child's teacher may 'go live' on Teams and ask your child to join in with a 'live chat'. There will be no audio or video. Your child's teacher may send files for your child to access. Children may be questioned through the chat window.</p>	<p>Your child's teacher may prerecord a video and share it with the class. This could be done through 'Files' OR in the live chat window.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>	<p>Your child's teacher will save resources into 'Files' and notify you a new activity is available.</p> <p>Follow up activities will be shared with children.</p> <p>Please Note: your child's teacher may not be at their computer during this activity.</p>

Staff will choose the most appropriate lesson format to use.

Click the icon for your year group.



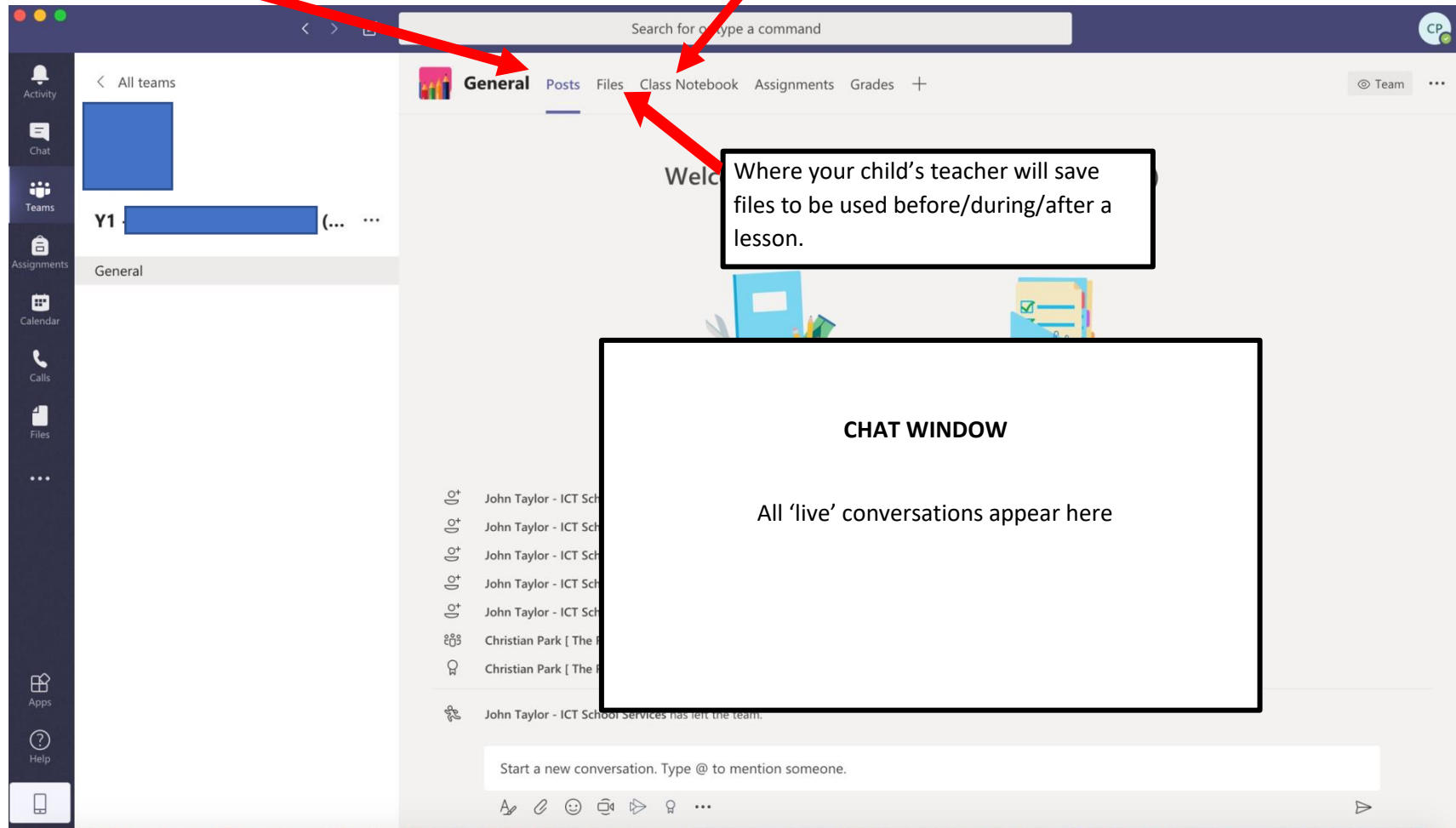
This is the main window you will use. This is where your child's teacher will message their class. You can see from the example below (from Year 6) that children have responded to the teacher.

The screenshot displays a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a chat window for a team named 'Y6'. The chat is titled 'General' and has tabs for Posts, Files, Class Notebook, Assignments, and Grades. The chat history shows a teacher (represented by a blue square) posting a PDF file named 'BWBM Front Cover.pdf' at 10:39. A student (represented by a blue circle) replies 'Here it is...' at 10:40. Another student (represented by a blue circle) replies 'Thanks' at 10:40. A student (represented by a pink circle with a '4' notification) replies '2. I think it is about butterfly's' at 10:40. Two students (represented by blue circles) reply '1. Fiction' at 10:41, each with a thumbs-up icon and a '1' notification. The chat input field at the bottom contains the text 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for emojis, attachments, and other chat functions.

Let's have a closer look...

Where your child will chat with their teacher.

Where your child can work with their classmates/privately on a digital notebook.



Where your child's teacher will save files to be used before/during/after a lesson.

CHAT WINDOW
All 'live' conversations appear here

The image shows a screenshot of a Microsoft Teams chat window. On the left is a dark sidebar with navigation icons for Activity, Calendar, Teams, Assignments, Apps, and Help. The main chat area is titled 'General' and shows a list of messages from users whose names are redacted with black bars. The messages include 'Thanks Christian! Lovely seeing everyone again!', 'Yes, lovely to see you all. Speak soon', 'Thanks', and 'thanks'. A meeting summary card is also visible, stating 'Meeting ended: 13 min 48 sec'. At the bottom of the chat is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, attachments, emojis, and more options. Three red arrows point from text boxes to the input field and the emoji icon in the toolbar.

Click to type.

Click to send a file. Examples of appropriate files could be work completed since the previous lesson, photos etc.

Click to send an emoji.

Class Notebook - a space for collaboration and individual work. Click the > symbol next to 'Welcome to Class Notebook' to expand the menu. Your child's teacher will have access to all written work.

Click here to work together, as a team, during live lessons.

Click here to type individual responses to set work.

The screenshot shows the OneNote Class Notebook interface for a team named 'Y3 - The Ribbon Academy (3517)'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: 'All teams', 'Activity', 'Assignments', 'General', and 'Apps'. A red arrow points from the callout 'Click here to work together, as a team, during live lessons.' to the 'Activity' icon.
- Class Notebook Menu:** A vertical list of sections: 'Welcome', 'Hi, can you see this?', '_Collaboration Space', 'FAQ: Class Notebook in Mi...', '_Content Library', '217STU.3517 [The Rib...', 'Quizzes', 'Handouts', 'Homework', and 'Class Notes'. A red arrow points from the callout 'Click here to type individual responses to set work.' to the 'Class Notes' section.
- Main Content Area:** Displays a message: 'Hi, can you see this?' followed by text explaining the OneNote Class Notebook and its three parts: 'Student Notebooks', 'Content Library', and 'Collaboration Space'. Below the text is an illustration of a tablet with a pencil and sticky notes.
- Bottom:** A link titled 'How to make the most of Class Notebook in your Class Team:'.